



Governor Terry E. Branstad
Lt. Governor Kim Reynolds
San Wong, Director

CRIMINAL JUSTICE INFORMATION SYSTEMS ADVISORY COMMITTEE MINUTES OF ELECTRONIC MEETING

Origination Site: Lucas State Office Building
321 E. 12th Street, Room 208
Des Moines, Iowa

March 12, 2015

Members: Josh Halterman, Acting Chair; Sheriff Paul Fitzgerald; Bill Watson for Scott Hand; Capt. Mike McKelvey; Chari Paulsen; Darin Raymond; Tim Ross; Jennifer Guild for John Baldwin; Julie Carin

Staff: Steve Michael; Keith Kreiman; Dave Schmitz; Julie Rinker

Others: Jim Pingel, URL Integration; Alice Wisner, Legislative Services Agency

Roll Call

In the absence of Mark Headlee, Chair, Josh Halterman called the meeting to order at 11:00 a.m. Roll call was taken.

Opening Remarks

Halterman welcomed those in attendance.

Approval of Minutes

Chari Paulson moved to approve the minutes from the December 14, 2014 meeting, seconded by Darin Raymond. There was no discussion. The motion was unanimously approved.

Coordinator Report:

Keith Kreiman reviewed the coordinator report as of March 12, 2015.

1. Status of Current Budget

Through February 25, there is a balance of \$1,412,337.02. Kreiman anticipated a fiscal year-end balance of approximately \$700,000. The Governor's office has recommended a \$2.1 million budget for the next fiscal year, although it has not yet been approved.

2. Review of Exchange Migrations to new ESB

Kreiman reported that seven exchanges have moved to production; working to move the rest. TraCS will start migrating some agencies in April; hoping to complete the migration by the end of June. Dave Schmitz has been working to move the charge code table to the new bus.

Jim Pingel, URL, reported that URL has been testing several DPS-related exchanges and should be finished with the testing by the end of March. Need to make sure that county attorney migrations are completed ahead of TraCS. Plan to work on migrating Polk County by the end of the month. Kreiman noted that URL is required by contract to complete all migrations by the end of the fiscal year and have been working hard to do so.

3. Progress of EDMS Exchanges

Kreiman reported that 80 counties (encompassing 83 local law enforcement agencies) are able to receive the electronic complaint. The court notice from the court to county attorneys will be operational soon in more counties. He noted the amount of coordination between TraCS, the courts, CJIS, and URL.

4. Update on Proposed new MOU between Governor and Chief Justice

Kreiman reported that he spoke to Ken Bosier about three weeks ago and was under the impression the MOU would be handled soon. However, he has not heard anything as yet.

5. Introduction of Will Rubel, Assistant CJIS Administrator

Kreiman intended to introduce Will Rubel, however, Rubel was called away for training. Rubel has been sharing time between CJIS and the Judicial Branch since early January. He has been familiarizing himself with both the old and new ESB and working on system monitoring. Rubel reports to Mark Headlee and to CJJP.

6. DOT error incident and response: Monitoring tools: high/low and web-based

Kreiman provided an overview of issues related to moving the DOT Suspensions and Convictions exchange from the old to new bus. In doing so, the new bus sent old messages and caused trouble for the DOT and some drivers. Meetings have been held and modifications have been made to testing procedures. CJIS staff are monitoring messages. URL is working with driver services and implementing monitoring systems to review traffic flow via the internet.

7. Update on disaster recovery site

Kreiman reported that Zirus has been contracted to set up hardware. Leon Frederick is doing the connections. The project should be completed by the end of the fiscal year.

8. Endpoint assistance in FY2016

Kreiman reported that he anticipates a carryover balance at the end of the fiscal year. He discussed past funding assistance to county attorneys that do not have electronic case management systems. He would like to investigate ways to get them online and discussed web-based case management options. If implemented, it would allow URL to focus time on exchange development instead of production support. Kreiman will further investigate end-point assistance and provide information at the June meeting.

9. Contract renewal

Kreiman reported that the two-year contract extension to June 30, 2017 with URL has been approved by the State CIO, DHR and URL. Kreiman credited Jim Pingel, URL Program Manager, and his oversight over the last several years.

Discussion Items:

1. RMS submitters of electronic complaints?

Kreiman reported that currently there are two vendors used by law enforcement to file electronic complaints to the court through TraCS—Pro Law and Judicial Dialogue. A third vendor has expressed interest and discussions have been held. Further discussion has been tabled to the June meeting to allow time to gather additional information.

2. Hiring of new CJIS Coordinator

Kreiman reported that he has submitted his resignation effective June 30, 2015. He asked members to consider qualifications of a new coordinator.

Steve Michael reported that the process to hire a new CJIS coordinator has been implemented. He will be meeting with Kreiman to review minimum requirements. The position would be posted in early April. A start date of June 1 would allow a month of overlap for training.

3. Other

No other concerns were presented to the Committee.

CJIS Exchange Update

Jim Pingel, URL

Jim Pingel reported that the focus has been the ESB migration and EDMS rollouts. He was hopeful that every EDMS-related exchange would be operational by the end of the fiscal year. A

priority is for every county attorney office to be able to receive complaints and court notices.

Since the last meeting, URL has been working on an exchange to provide juvenile delinquent petitions from the county attorneys to the courts. He noted data security concerns about separation of juvenile information from criminal information.

There has been a renewed focus on several attorney general-related exchanges. A meeting will be held next week to further discuss priorities.

Pingel asked for suggestions for any new exchanges for next contract period.

Other Issues

There were no other issues for the Committee.

The meeting adjourned at 11:52 a.m.

Respectfully submitted,

Julie Rinker
Administrative Secretary
Iowa Department of Human Rights
Div. of Criminal & Juvenile Justice Planning